As early as possible

- [Schedule](#) your beamtime.
- Discuss with [Mike](#) and/or [Hans](#) your equipment and sample prep needs to ensure availability and adequate time for setup and training. Some samples, especially biohazards, will require pre-approval that can take longer than a month. Please see the [Sample FAQ](#) for more information.

At least 1 week before arriving

- Submit a [Participating Guest Information Form](#)
- Notify the ALS User Services Office by [email](#) of the day and approximate time of your arrival (include your registration submission number) in order to obtain LBNL gate access.
- Complete the Online Safety Training (choose the non-LDAP login)
- [ALS 1001: Safety at the ALS](#)
- [Berkeley Lab General Employee Radiation Training (GERT)](#)

- [Integrated Safety Management](#) (ISM)

- Read, sign where required, and bring to the ALS
- [ALS User Safety Certification](#)
- [Computer Protection Agreement Form](#)
- [University of California Patent Acknowledgment Form](#)

Upon arrival at the ALS

During business hours (8.00 a.m. – 4.00 p.m.), go to the Registration   Desk in Building 6 to complete registration and obtain an ID Proximity   Access Card. You should bring with you

- Photo ID
- Signed forms from part 1 above.
- New users who are **not U.S. citizens** must also   provide additional doumentation; see [Documents   for Foreign Nationals](#) for more information.

For more information, see the [ALS Users Guide](#) .

If you have any questions about the process, feel free to contact [Mike](#) or [Hans](#) .